

**DRAFT MINUTES** of a meeting of the Parish Council held on Monday 14 October 2024 commencing at 7.02pm in the Village Hall, Wellington Road. Upper Rissington.

**Members present:** Cllrs. J. Truslow (Chair), G. Barrett, A. Maclean, K. Maxwell and C. Summerfield

**Attendees:** Officer – R. Waller, 14 members of the public.

**24.10.14.01 To receive and approve apologies for absence and confirm the meeting is quorate**

None

**24.10.14.02 Public Session:**

The following matters were raised during the Public Session:

- Thanks were given for the work of Councillors and the Clerk for this Parish.
- Suggestion of a Daffodil trail around the village, in particular the grass areas near Dragon Vets
- Complaint raised regarding Council's decision relating to grass cutting in Grebe Square
- A report was handed to the Clerk which a resident claimed was incorrect. Clerk confirmed that this was a draft report prepared for Councillors at the last Council meeting. It has been updated prior to the meeting and now consisted part of the minutes from the meeting held on 16 September 2024.
- Update requested for a tree on Siskin Road  
Clerk confirmed this would be covered in the Tree Survey report
- Two members of the public wished to note their support in relation to the Social Committee's request for hall improvements.
- Request for a replacement tree in Jubilee Gardens, as already agreed by Council.
- Complaint raised regarding rubbish dumped on pathway.  
Chairman confirmed that this was private property and could only be reported as such.
- Question raised regarding the ownership of the wall at Farman Crecent.

**Action:** Clerk to check Land Registry Records

Several comments were received via email, and these are included as Appendix A to these minutes.

**24.10.14.03 To receive declarations of interest for items on the agenda below, including Disclosable Pecuniary Interests that members may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with the Localism Act 2011 Section 33(b-e)**

Cllr. Maxwell declared an interest in Item 13.

Cllr. Truslow also declared an Interest relating to Item 18i at that point in the meeting.

- 24.10.14.04 To receive the County Councillor's Report**  
The County Cllr's report had been received and circulated to members.  
It would be available on the Council's website from 16 October 2024.
- 24.10.14.05 To receive the District Councillor's Report**  
District Cllr. Maclean provided a brief update including:
- Winner of Unsung Heroes award – Jan Bishop
  - CDC have issued several fly tipping fines.
  - North Cotswolds Business awards: including Shop Cotswold's and Food for Thought – food and drink to local businesses.
- 24.10.14.06 To confirm and sign the minutes of the Parish Council meeting held on 16 September 2024 circulated to Members prior to the meeting**  
The minutes of the Parish Council Meeting held on 16 September 2024 which had previously been circulated to all members were **AGREED BY COUNCIL** and signed by the Chairman.
- 24.10.14.07 To receive the Clerk's Report**  
Clerk's Report was received and noted.  
The option of an additional cage for storage use by a football club was discussed.  
Council refused an additional storage cage but noted there would be the option for outdoor storage in due course.
- 24.10.14.08 To consider a memorial request for an RAF comrade and agree actions**  
A presentation was given relating to the RAF comrade and proposed memorial.  
There was proven a connection with Upper Rissington Parish.  
The size of the Memorial was confirmed as approximately 1.5 metres. Suggested locations for the Memorial in front of RAF gates or new village sign.  
**COUNCIL RESOLVED** to proceed with this memorial.  
The location of the war memorial would be confirmed following consultation with the public and liaison with History Society
- 24.10.14.09 To review and approve Financial Regulations**  
Item deferred to allow for Councillor training and comments relating to the new Regulations to be considered.
- 24.10.14.10 To approve quote and design for the Village Sign following public consultation and agree actions**  
Following consolidation of votes via social media, in person and via the Council's website, Clerk confirmed that Sign 2 was the outright winner.  
In light of public comments, **COUNCIL AGREED** to replace the image of the Church with that of The Officer's Mess, swings would replace the Maypole and 7 Planes in the new RAF Red Arrows design along with the addition of a Windsock.  
**COUNCIL APPROVED** the purchase of sign 2 pending the above alterations.  
Cllr. Maxwell was delegated to obtain a new design proposal incorporating the above amendments. Final design would then be published via social media and the website.

- 24.10.14.11 To approve appointment of a General Purposes Committee and agree Terms of Reference**  
Item Deferred
- 24.10.14.12 To consider proposal for clear out of sub stations and agree actions (report available)**  
**COUNCIL AGREED** for the Clerk to write to residents giving 4 weeks' notice for removal of items currently being stored on Council Land and to remind them that access to the sub-stations is required 24/7.  
**COUNCIL AGREED** Hawker Square was the priority in this work.  
**Action:** Clerk to obtain quotes for strimming and reinstation of Council fence.

Cllr. Maxwell left the meeting at this point as she had declared an Interest in the next item.

- 24.10.14.13 To consider quotes relating to improvements to the Village Hall as proposed by the Social Committee and agree actions**  
Standing Orders were suspended to allow the Proposal from the Social Committee relating to improvements to the Village Hall to be explained.  
The Committee confirmed that they would explore possible funding options for the Proposed improvements. Three quotes had been obtained for the work, but it was noted that this could be split into stages.  
Standing Orders reinstated.  
**COUNCIL AGEED** that sleeper steps should not be used.  
**COUNCIL DEFERRED** a decision on the current proposal to consider all current village Hall improvement proposals within a three -year, or even five-year plan to enable a wholistic approach.

Cllr. Maxwell re-joined the meeting.

- 24.10.14.14 To consider proposal for café on Parish Council land and agree actions (report available)**  
Item deferred.

Cllr. Truslow left meeting at 19.59. Rejoined at 20.02. No decisions made during this time

- 24.10.14.15 To consider options available for the Christmas Tree at the Village Hall and agree actions**  
Clerk had investigated several options relating to the installation and decorating of the Christmas Tree. This was ongoing and included currently liaising with a local company regarding installation and dressing of the tree and awaiting quote for heavy-duty lights.  
**COUNCIL AGREED** to allocate a maximum budget of £2,500 for Christmas tree, tree decorations and decorations within the Village Hall.

**24.10.14.16 Planning:**

- i. **To discuss the following planning application and agree actions:** None
- ii. **Tracked application:** None
- iii. **To note new planning decisions issued by Cotswold District Council:**  
[24/02845/CLEUD | Certificate of Lawful Existing Use or Development under Section 191 of the Town and Country Planning Act 1990 for a part conversion to the rear of detached garage 27 Mitchell Way Upper Rissington GL54 2QD](#) **APPLICATION PERMITTED**
- iv. **To discuss any urgent planning applications received since publication of the agenda:**  
None received

**24.10.14.17 Finance – documents circulated prior to meeting:**

- i. **COUNCIL APPROVED** the October payment list/those paid between meetings under delegated authority and receipts noted, including the second half of the Precept payment (Appendix B)
- ii. **COUNCIL APPROVED** the bank reconciliation for September 2024, and it was signed by Cllr. Maxwell
- iii. **COUNCIL RECEIVED** the budget monitoring report up to 30 September 2024. With no further comments by RFO.
- v. **To receive the External Audit Report**  
**COUNCIL RECEIVED** the External Auditor’s Report. It was noted that the External Auditor had been unable to complete the full report by the legal deadline. No action required.
- vi. **To review reserves allocations and agree actions**  
Item deferred.

**24.10.14.18 Allotments:**

- i. **To consider proposal to set up an Allotment Society/Committee and agree actions**  
Proposal explained by Cllr. Maxwell.  
Standing Orders suspended to allow a Member of Public and allotment holder to speak on this item.  
Standing Orders were then reinstated.  
**COUNCIL AGREED** to progress with this proposal for an Allotment Society following further consultation with all Allotment holders.  
**COUNCIL AGREED** a £1,100 budget for the Society/Committee.  
**COUNCIL AGREED**, that following successful consultation as stated above, that all responsibility including invoicing etc. could then be delegated to the allotment society. This would include the full year’s rents received.

**24.10.14.19 Recreation facilities:**

- i. **To consider the quotes for the Facilities Maintenance and agree actions**  
Item deferred as no quotes available.
- ii. **To consider extension of the Tennis Courts opening times in 2025**  
**COUNCIL AGREED** to extend the Tennis Courts opening times to 9pm in Summer and dusk during winter months. This will commence in 2025.

- iii. **To consider proposal for 4 benches around the village green and agree actions (report available)**

**COUNCIL AGREED** to purchase 4 benches subject to consultation with residents and those responsible for the History Walk.

**COUNCIL AGREED** a budget of £4,400 (excluding VAT) for the purchase of 4 benches.

- iv. **To receive update on playground fence removal and dry-stone wall repair**

Clerk reported that the fence removal had been completed on time and improved the aesthetics of the play area.

The repair of the dry-stone wall repair opposite Dragon Vets was currently in progress – second stage commenced.

**24.10.14.20 Health and Safety**

- i. **To review Tree Survey report and recommendations and agree actions**

The tree report was presented to Council and those members of public present.

Its findings were discussed, and various options were considered.

No decision was made at this point to progress with recommended work until the necessary permission and quotes were available.

**Action:** Clerk to approach CDC's Tree Officer to discuss report finding and subsequent work.

**Action:** Clerk to obtain quotes for work, planning permission and additional quotes if required (in line with Council's Financial Regulations).

- ii. **To receive the monthly recreation equipment inspection and agree any actions or recommendations that are required from the information received**

Reports not available

**Action:** Clerk to contact Silver Tree Services to obtain these inspection reports.

- iii. **To receive any health and safety issues relating to the Village Hall and agree actions**

No further issues raised.

**COUNCIL AGREED** that the strip on the petition door should be removed as this was a trip hazard. It was noted that this may affect the sturdiness of the doors.

**21.10.14.21 To consider matters for the agenda of the next Parish Council meeting**

- Gate restoration
- Landscape design for Play Areas
- Access to Sandy Lane

**24.10.14.22 Date of Next Meeting** is arranged for Monday 18 November 2024

**Confidential Item:** Council resolved to exclude members of the public and the press to progress matters of a confidential nature.

**24.10.14.23 Human Resources**

**i. To receive recommendation from Staffing Committee relating to the recruitment of an Administrative Assistant**

Following interviews with two applicants, the Staffing Committee proposed that one candidate be offered the position of Administrative Assistant for 12 hrs. a week, commencing as soon as possible.

**COUNCIL APPROVED** the above recommendation.

**ii. To receive recommendation from Staffing Committee relating to the recruitment of an Assistant Clerk and agree actions**

No applications had been received from candidates who were experienced or qualified for this role. Following interviews with two applicants for the Administrative Role, the Staffing Committee proposed that the second candidate be offered the role of Trainee Assistant Clerk, for up to 16hrs a week, with a proposed start date of January 2025.

**COUNCIL APPROVED** the above recommendation.

**COUNCIL APPROVED** the purchase of an additional laptop and associated software for this staff member.

- I don't know exactly where the poison ivy is but my daughter was playing in the park opposite our house, 50 Mitchell Way.

*Reported to STS*

- Tree on Snipe Road – **will be dealt with under Tree Survey item**
- Tree on Bleriot Road, and I'm becoming concerned about the tree outside my house and my neighbours, it seems to have a rotten patch, and the trunk looks to be developing split. **will be dealt with under Tree Survey item**
- Earlier this year you cut down one tree, reduced one to a monolith and removed deadwood from the other Cypress Hawthorn trees on the back of numbers 4 to 7 Harris Gardens (backing on to Grebe Square).

The revising trees are in a poor state and I don't understand why they weren't all just felled. Anyway, this tree by the drive of our house (5 Harris Gardens) is also dead on the one limb - see photo.

Could you please arrange for this dead limb to be removed before it breaks off in the wind and hurts someone or damages property. **will be dealt with under Tree Survey item.**

- **Replacing felled trees:** The trees that I was referencing to being replaced along the edge of Harris gardens were felled earlier in the year so well within a recent memory but long enough that they should have been replaced, it's my fear that the owners of these trees are actively not wanting to replace them. I do believe it's in the villages best interest that the council engage with the owners to get them replaced as soon as possible.

This is even if the council cannot enforce this to happen I think it's worth the council pursuing with as much gusto as possible. If the council cannot or will not act are you able to inform me of the correct authority's to contact?

- Storage options for Cotswold Lions: regarding the storage cage in the village hall or any other possible storage options? *This leader contacts monthly requesting this storage. However, I never receive any response to my emails on this matter.*
- At a recent Little Rissington PC meeting one of the councillors said that Upper Rissington had recently refurbished a phone box in their village. I was wondering whether you have any info that I could share with them about how this was done. For example, they seemed to think that the old paint was sandblasted off.
- Mobile Pizza: October flier

Payments list for Parish Council meeting – 14 October 2024

Payee	Date of Payment	Details	Total	Authority Budget Code
1 <sup>st</sup> Galaxy Fireworks	30 – Sep	Fireworks (25 Anniversary)	£375.00	LGA 1972, s.106
Divert Waste DD	30 -Sep	Excess Waste disposal	6.60	
The Haze	16 - Oct	25 <sup>th</sup> Anniversary Entertainment	£135.00	LGA 1972, s.106
Little Party Heaven	16 - Oct	25 <sup>th</sup> Anniversary Entertainment	£400.00	LGA 1972, s.106
Silver Trees Ltd.	25 - Oct	Grass cutting Work (Oct)	£6,414.54	OSA 1906, s.10(a)
Silver Trees Ltd.	21 – Sep-	Graffiti removal: 2hrs work	£24.94	OSA 1906, s.10(a)
ReformIT -office 365 support contract – DD	12 – Oct	ReformIT -office 365 support contract	£70.44	LGA 1972 s.111
NEST – DD	10- Oct	Pensions Provider	bbbbb	LGA 1972 s112(2)
A.G Wakefield	10 -Oct	Hall callout + reset boiler	£75.00	HSWA 1974 LGA 1972, s.133
Mrs V Bosher – staff	25 –Oct	salary		LGA 1972 s112(2)
Mrs R Waller - staff	25 – Oct	Oct Salary		LGA 1972 s112(2)
PATA UK		Payroll	150.50	
Divert Ltd. -DD	25 -Oct	Waste Disposal (Village Hall)	£8.99	LGA 1972, s.133
Reform IT -office 365 support contract – DD	14 -Oct	ReformIT -office 365 support contract	£70.44	LGA 1972 s.111
Orchard Building Services	16- Oct	Playground Fence removal	£1,494.00	OSA 1906, s.10(a)
Orchard Building Services	16 – Oct	Dry Stone wall (1 <sup>st</sup> part)	£3,070.00	OSA 1906, s.10(b) HSWA 1974
Irwell Insurance Co. Ltd	16 – Oct	Peninsula HR service	£121.50	LGA 1972 s112(2)
Treetech	16 – Oct	Tree Survey and report	£2,796.00	OSA 1906, s.10(b) HSWA 1974
Clear Councils Insurance	1 – Oct	Local Councils Insurance renewal	£2,106.54	LGA 1972 s.111
MHL LTD	16 - Oct	Hall boiler service	£240.00	HSWA 1974 LGA 1972, s.133



GBSE Ltd.	16 -Oct	Underfloor heating system initial investigation	£202.80	HSWA 1974 LGA 1972, s.133
GBSE Ltd	16 – Oct	Underfloor heating system Replacement heating pump + check	£618.00	HSWA 1974 LGA 1972, s.133
Scott Events	16 – Oct	25 <sup>th</sup> Anniversary Entertainment	£2,297.50	LGA 1972, s.106

The two salary payments will be available unredacted for Members at the November meeting, as payroll is not processed until 23<sup>rd</sup> of the month.

**Receipts:**

Allotments:	£ 70.00
Tennis Court bookings:	£60.00
Village Hall bookings:	£ 1,737.00
Bank Interest:	£ 55.85
Precept (2 <sup>nd</sup> half):	£23,917.00